

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3 & 6</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Records are needed to administer the APEG payments to local school systems.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

All EDAP0035-R1 and R2 reports and all EDAP0080-R1 reports except June report:
Hold in current files area one (1) year; then transfer to State Records Center;
hold for two (2) years; then destroy.

June EDAP0080-R1 reports: Hold in current files area two (2) years; then transfer
to State Records Center; hold for four (4) years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John A. Barker Jr.</i>	<i>2/4/83</i>	<i>Walker L. Baumgardner</i>	<i>2/4/83</i>
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Wm. A. Linn</i>	<i>2-22-83</i>
	Secretary of State/Designee	<i>Edward Weldon</i>	<i>2/18/83</i>
	Attorney General/Designee	<i>Samuel H. Huggins</i>	<i>2-25-83</i>



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

State Department of Education
Office of Administrative Services
Fiscal Services Division
Grants Management Section
109 State Office Building
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Number

79-203

Date Received

OCT 12 1979

Date Completed

OCT 30 1979

2. Person to Contact

Jack Richardson

Working Title

Grants Administrator

Telephone Number

656-2441

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest

Latest

1972

To Date

5. Records Series Title (followed by title used in office; if different)

Local System Monthly Allotment Printout Files (AP035)

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Grants Management Section coordinates the administration of educational grants; both federal and state, between the department and local units of education; develops contracts; provides forms management services; administers the records management program; provides systems and procedures services; and coordinates delivery of Electronic Data Processing services with the Department of Administrative Services.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: Allocating monthly APEG (Adequate Program for Education in Georgia Act, Georgia Code 32-6A) grants to local school systems.

Included are: AP035-01 (formerly MI 010-01) computer printouts of allocations of funds by school system number by accounting code and AP035-02 computer print-outs, a state-wide summary of total APEG grants by school system for the period.

File is arranged: Chronologically by fiscal year and month; thereunder numerically by school system number.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 30; Seven to twelve months old 15; Thirteen to twenty-four months old 5;
twenty-five months and older 1?

9. Annual Rate of Accumulation of Records

Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Accounting Services
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	3	years.
b. Statute of limitation	0	years.	e. Administrative need	3	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)

Date

Records Management Officer (Signature)

Date

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

State Records Committee (Signature)

Date